



ORDINANCE NO. _____

AN ORDINANCE establishing a shared leave program to transfer vacation leave between employees to provide short-term financial stability for military reservists called to active duty.

WHEREAS, the City Council desires to support City military reservist employees and their families by permitting employees to donate accrued vacation leave hours to coworkers who are in the military reserves and ordered to report for active military duty for a significant military event.

WHEREAS, the City Council finds that an emergency exists necessitating the immediate implementation of the program to prevent an unnecessary hardship on its employees;

NOW THEREFORE, THE CITY OF EVERETT DOES ORDAIN:

Section 1. Purpose

The purpose of shared leave is to permit City employees to assist a fellow City employee who is ordered to report for active military duty for a significant military event such as "Operation Enduring Freedom". The intent of this shared leave program is to provide financial stability for a limited duration to allow an employee to adjust to a different income and benefit level under military pay.

Section 2. Donors

Any regular full time or part-time City employee may donate accrued vacation leave hours to provide assistance to employees who are called to active military duty and who are unable to perform the duties of their position.

Section 3. Eligibility Conditions

- A. Any employee who is ordered to report for active military duty for a significant military event during a time of national emergency. This may include an employee who is a member of the Army, Navy, Air Force, Marine Corps, Coast Guard and their reserves; the Army and Air National Guards, the Public Health Service commissioned corps, and other categories designated by the President or Governor in a time of emergency. This provision does not apply to individuals who voluntarily sign up for active military duty.

- B. Employees requesting shared leave donations must submit a written request to the Human Resources Director for approval. The employee will also be required to submit written documentation of the income he or she receives from the military. In cases where advance notice is not possible, a written request must be made as soon as practicable. In such emergencies, the employee's department director may make the request in place of the employee.
- C. The employee has exhausted or will shortly exhaust his or her available paid time off banks. Paid time off banks include military leave, vacation, floating holiday and compensatory time banks.
- D. An eligible employee may receive donations to supplement his/her military pay for a total not to exceed 100% of the employee's City pay up to a period not to exceed six months in duration. The employee must turn over military paycheck stubs to the City so the City can determine the correct supplemental pay and donated leave amounts.
- E. While an employee is using shared leave, the City will continue to pay its portion of the employee and family health insurance benefits, and the employee will pay his or her portion. Continuation of optional benefit deductions is at the discretion of the employee receiving active military duty shared leave.
- F. Employees will not accrue vacation, sick leave or other leave benefits while receiving shared leave.
- G. Employees using shared leave are not entitled to receive State of Washington retirement service credit during the period they are using shared leave hours.

Section 4. Donations

Vacation leave shall be transferred on a hour-for-hour basis. The minimum allowable transfer of vacation leave shall be in four (4) hour increments. Donated hours that are not used shall be returned to the donors.

Section 5. Administration

The Human Resources Department will administer the program. The Budget Director will be responsible for determining the appropriate fund transfers and budget amendments as needed for City Council action.

Section 6. Severability

The City Council hereby declares that should any section, paragraph, sentence, clause or phrase of this ordinance be declared invalid for any reason, it is the intent of the City Council that it would have passed all portions of this ordinance independent of the elimination here from of any such portion as may be declared invalid.

FRANK E. ANDERSON, Mayor

ATTEST:

SHARON L. MARKS, City Clerk

Passed: _____

Valid: _____

Published: _____

Effective: _____